

Local League Coordinators Job Description

- Purpose:** To coordinate and supervise all USTA League Tennis activities at the local level.
- Time Commitment:** Dependent on size of local league program. As program grows, additional volunteers are required for administration, marketing/sponsorship, publicity, and recruitment.
- Supervisor:** State League Coordinator
- Qualifications:** Strong organizational Skills
Strong oral and written communications skills
Working knowledge of the USTA League Tennis program
Ability to access TennisLink online
Current member of the USTA
General understanding of the goals and ideals of the USTA, the USTA Southern Section and State Tennis Association
- Responsibilities:**
- Recruit and train local volunteers necessary to run a successful program
 - Prepare an annual budget (sample provided)
 - Develop a local calendar of events that occur within the national, sectional and state deadlines. Submit this calendar to the State League Coordinator for approval. These events should include:
 - Informational Meetings
 - Team Captains' Meetings
 - Roster Deadlines
 - Add-on Deadlines
 - Local League Season
 - Local Play-offs
 - State, Sectional and National Championships
 - Develop a local plan for growth to include (template provided)
 - Distribute captains folders with TennisLink information and regulations (national, sectional, state, local)
 - Appoint local Grievance and Grievance Appeal Committees per USA League Tennis Regulations
 - Order awards for local winning teams
 - Attend state's Local League Coordinators meeting
 - Assist in running State League Championships if requested
 - Identify/resolve local league issues while keeping the State League Coordinator informed of decisions
- Benefits:** Association with a national USTA program
Opportunity to attend league championships
Expanding tennis on the grassroots level
Identity as a tennis leader in your community

Local League Timetable/Checklist

4 Months Before League Starts:

- _____ Order promotional materials from State League Coordinator
- _____ Order Local Supplies
- _____ Create local league budget to determine local league fee. Expenses may include:
 - Telephone bills.
 - Printing costs.
 - Postage.
 - Captains gifts.
 - Stationary supplies.
 - State Head Tax.
- _____ Develop local plan for growth
- _____ Create tentative local league season schedule
 - Include State, Sectional & National Championships schedule
- _____ Recruit volunteers to assist in promotion and administration.
- _____ Host self-rating round robins, socials, clinics, etc.
- _____ Create press releases, flyers. Utilize USTA provided posters/brochures.

3 Months Before League Starts:

- _____ Finalize league set up in TennisLink including registration deadlines
- _____ Create captains' packets
- _____ Schedule captains' meeting

Before League Starts:

- _____ Submit awards order form and league information sheets to State League Coordinator
- _____ Finalize match schedule in TennisLink

During Local League Season:

- _____ Monitor matches reported in TennisLink
- _____ Manage all local league matters.
- _____ Assist players finding teams at higher levels if disqualified and length of season permits.
- _____ Forward information on championships to winning teams

Post Season:

- _____ Forward winning teams' entries to State League Coordinator for State Championships
- _____ Assist as requested in tournament administration State Championships

USA League Tennis Local League Sample Budget

State: _____

Local League: _____

Coordinator: _____

INCOME:

Player Fees:

Local fee per person: \$_____ plus State Head Tax per person: \$_____

Total Fee per person: \$_____

Local Fee per person \$____x _____ estimated participants = \$_____ (Local Fees)

Community Development Grants: \$_____

Local sponsorships/advertising: \$_____

Other revenue: \$_____

Total Income: \$_____

Expenses:

Coordinators \$_____

Court Fees \$_____

Awards \$_____

Printing \$_____

Balls \$_____

Phone \$_____

Postage \$_____

Misc. \$_____

Meetings \$_____

Socials \$_____

Other \$_____ List: _____

Other \$_____ List: _____

Other \$_____ List: _____

Total Expenses: \$_____

Captains' Meeting Agenda

Introduction

- * **Purpose of Meeting**
- * **Roll Call**
- * **USA League Tennis**
- * **NTRP**

TennisLink Information

- * **Registration**
- * **Score Entry**
- * **Standings**

Scheduling

- **Length of Season**
- **Times and Locations for each level**
- **Championships Dates and Locations**

Regulations

- **National**
- **Sectional**
- **State**
- **Local**

League Supplies and Deadlines

- **Regulation Books**
- **League Fees**
- **Awards**

Questions and Answers

Championships Preparation

Your State League Coordinator will give specific instructions regarding the entry of your local league's winning teams into the State Championships. Your winning teams will receive a packet of information and instructions that include:

- **A letter of congratulations**

- **General Information**
 - Date/Location of Championship
 - Team Entry Fee
 - Tournament Hotels and Rates
 - Court Surface and Rules of Facility
 - Tournament Regulations and Scoring
 - Maps/Directions to Sites
 - Registration Deadline and Procedures
 - Captain's Meeting Time and Location
 - Schedule of Match Play
 - Player Party (if applicable)

The winning teams at the State Championships will receive a similar packet for the Sectional Championships. The winning teams at the Sectional Championships will also receive a similar packet for the National Championships.

The Local League Coordinator will confirm eligibility of teams advancing to the State Championships.